



DOR Appraisal Data Collector Education Program

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Local Jurisdictions / Property Tax District

Why Are We Here?

County assessors need the ability to get trained staff into the field quickly.

DOR Appraiser Training and Certification Team has developed an Appraisal Data Collector role to meet that need.

We will discuss:

- How did we get here? A little history.

- The appraisal data collector versus the appraiser

- The importance of data collection in the appraisal process.

- The role of the appraisal data collector

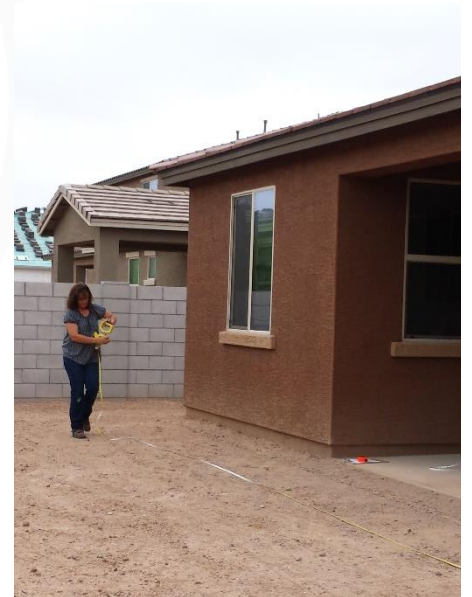
- Outline of the education program



A Little History - September 2014

Training & Certification Education Advisory Committee Meeting

Yuma County Assessor wanted a training program to place data collector staff in the field and the ability to provide the training to minimize travel/training costs.



Statutory Basis For Appraiser Certification Program

The Appraiser Training and Certification Program in the Arizona Department of Revenue is mandated by A.R.S. § 42-13006.

- A. "A person may not perform the duties or exercise the authority of an assessor or appraiser of property in or on behalf of a county unless the person holds an assessor's or appraiser's certificate, respectively, that is issued or recognized by the department. This subsection does not apply to an elected official or to clerical and secretarial personnel."



What About the Other 14 Counties?

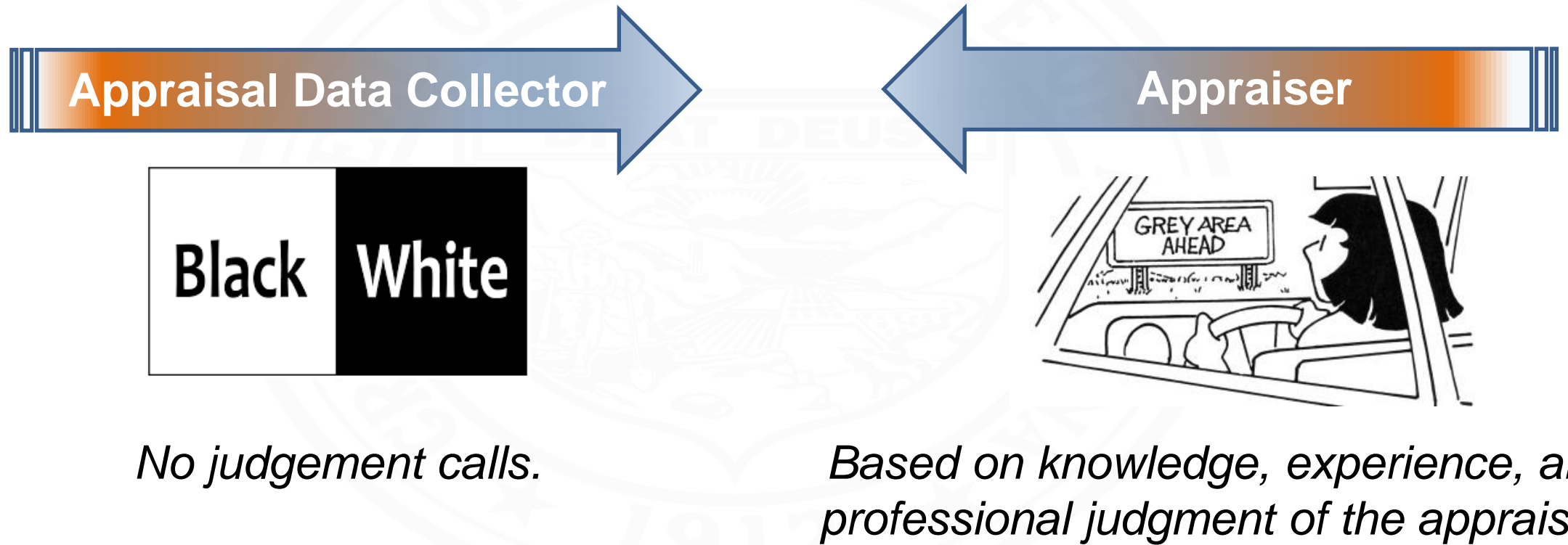
Findings

- A number of counties were planning to employ data collectors.
- At least two counties were already utilizing desktop review.

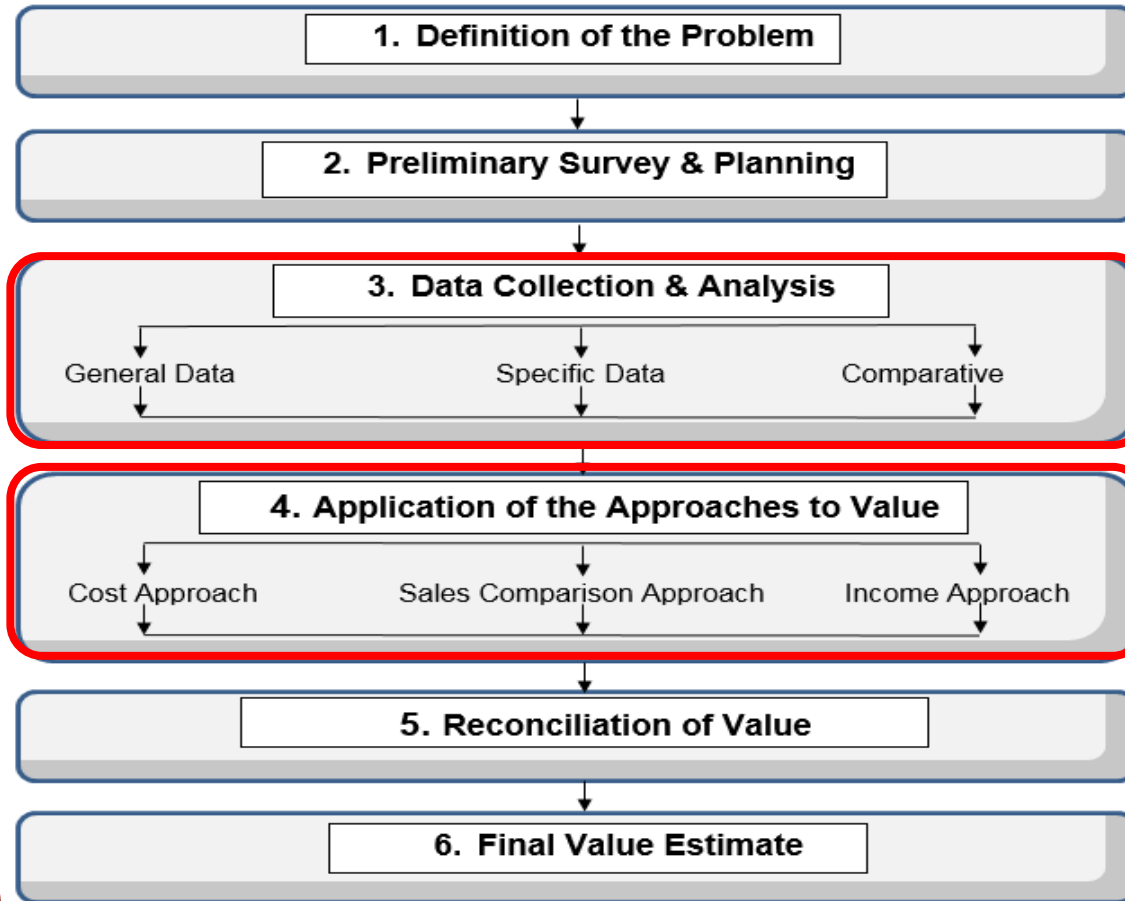
According to the IAAO Mass Appraisal Standard (Section 3.3.5);
Jurisdictions may employ a set of digital image technology tools to replace a routine cyclical field inspection with a computer assisted office review.



How is an Appraisal Data Collector Different from an Appraiser?



Appraisal Process



Vital part of the data collection and analysis step in the appraisal process. Information that is collected during this step is required to ultimately derive an estimate of value.

All three approaches rely on the details about that property being appraised that are attained during the data collection process.



A Little History – The Desktop Review Process

DOR Appraiser Training and Certification instructors observed county assessor staff to gain a better understanding of their desktop review practices and processes

- Coconino County - May 2016
- Maricopa County - June 2016



A Little History - August 2015

Appraiser Training and Certification Team instructors attend Yuma's Field Data Specialist training.



A Little History - March 2016

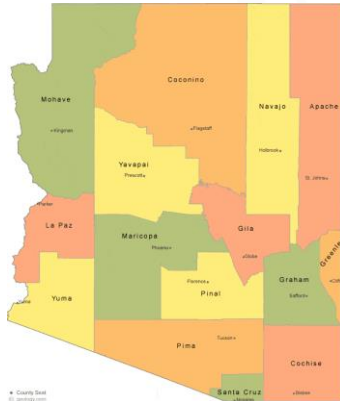
Ronald D. Gibbs



Bob Gloudemans



Consulted with various experts in our field:



Residential and Manufactured Housing
Data Collection Survey of all Fifteen Arizona
County Assessors



Ready to Begin Course Development – December 2016



July 2017 - First Property Data Collection Class (Yuma)



Appraisal Data Collector Education Program

Required Course of Study:

TCH4901 – Introduction to Property Tax (24 hours)

TCH4903 – Property Data Collection (20 hours)



TCH4903 Property Data Collection Course Schedule

Monday – 10am – 5pm (5 hours)

Tuesday – 8am – 5pm (7.5 hours)

Wednesday – 8am – 5pm (7.5 hours)

2 Field Inspections

Thursday – Examination (start time – 8am)



TCH4903 Property Data Collection Course

	Course	Examination Proctored By
Option 1	DOR Appraiser Training and Certification Team	DOR Appraiser Training and Certification Team
Option 2	County Assessor or Self-Study	DOR Appraiser Training and Certification Team

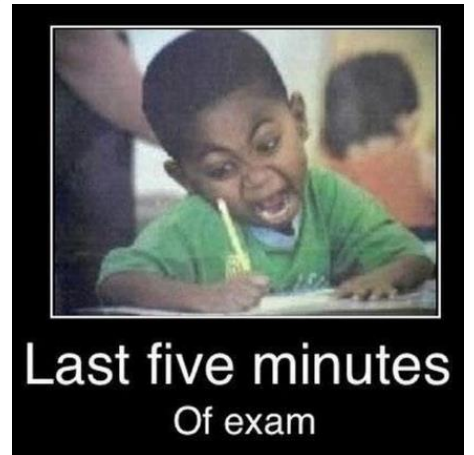


TCH4903 Property Data Collection Course Examination

PART A - Written: 30 Multiple-Choice Questions (60 points)

PART B - Field Inspection: Complete the residential data collection form including drawing and calculating square footage (40 points)

A minimum score of 70% is required for passing.



Appraisal Data Collector Education Program

Upon successful completion of both **TCH4901 Introduction to Property Tax** and **TCH4903 Property Data Collection**, the candidate will receive a Certificate of Completion from the Arizona Department of Revenue.

There is no work experience requirement only the two courses.

Once the Certificate of Completion has been achieved there is no continuing education requirement.



Appraisal Data Collector Education Program

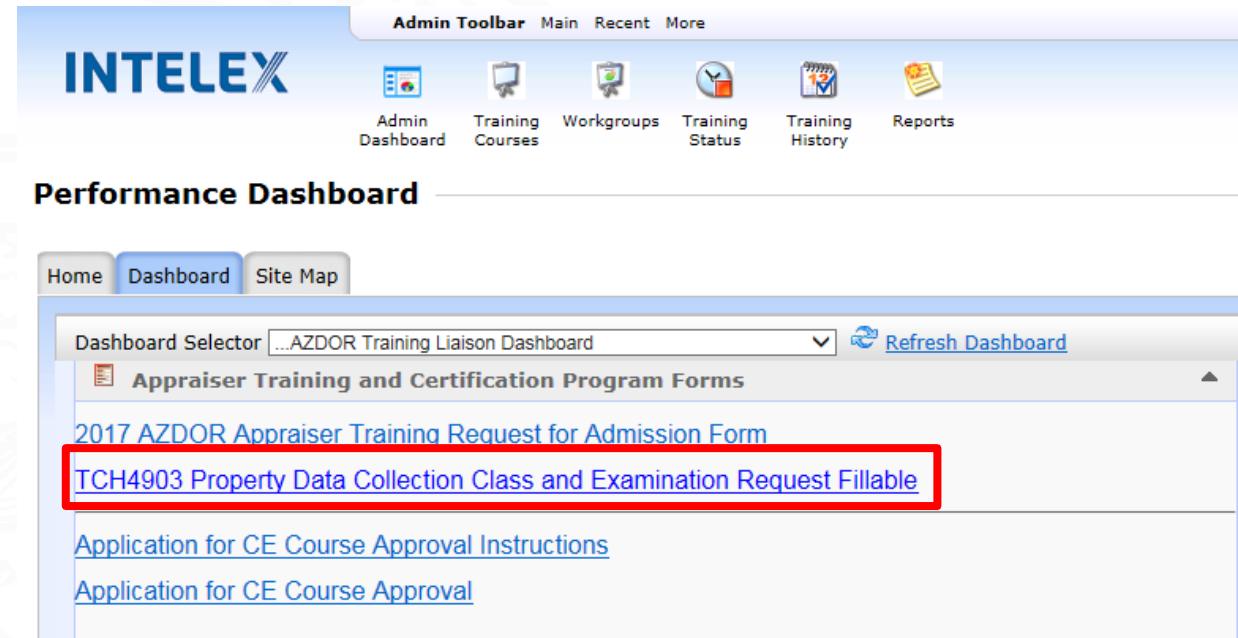
Authorized Appraisal Activities

Appraisal Data Collectors are authorized to list, both in the field and using desktop resources, residential structures, manufactured housing and vacant land property at an equivalent level of responsibility. In performing those duties, Appraisal Data Collectors must function under the close supervision of a DOR certified appraiser at Level 1 or above. The certified appraiser will review and sign off on each assignment completed by an Appraisal Data Collector.



Interested in the Property Data Collection Course?

The Intelix dashboard contains the **TCH4903 Property Data Collection Class and Examination Request** form.



The screenshot displays the INTELEX Performance Dashboard. At the top, there is an 'Admin Toolbar' with links to 'Main', 'Recent', and 'More'. Below this, a row of icons represents different sections: 'Admin Dashboard', 'Training Courses', 'Workgroups', 'Training Status', 'Training History', and 'Reports'. The main heading is 'Performance Dashboard'. Below the heading are tabs for 'Home', 'Dashboard', and 'Site Map'. A 'Dashboard Selector' dropdown menu is set to '...AZDOR Training Liaison Dashboard', with a 'Refresh Dashboard' button to its right. Under the heading 'Appraiser Training and Certification Program Forms', a list of links is shown. The link 'TCH4903 Property Data Collection Class and Examination Request Fillable' is highlighted with a red rectangular border. Other visible links include '2017 AZDOR Appraiser Training Request for Admission Form', 'Application for CE Course Approval Instructions', and 'Application for CE Course Approval'.



Interested in the Property Data Collection Course?

Complete and submit to the
Appraiser Training and
Certification Team.



[Email](#) [Print](#) [Clear Form](#)



Property Data Collection Class and/or Examination Request

There are two options available to achieve the completion of the TCH4903 Property Data Collection course requirement:

- Option 1) Attend a course offering including examination administered by the DOR Appraiser Training and Certification team, or
- Option 2) Attend course training provided by county assessor or through self-study of course training materials with the examination administered by a member of the DOR Appraiser Training and Certification team.

Note: Completion of TCH4901 Introduction to Property Tax and the Basic Math Assessment are prerequisites to attending the TCH4903 Property Data Collection class. Contact the Appraiser Training and Certification team to schedule an examination no less than 4 weeks prior to the date requested.

Complete the appropriate section below that coincides with the preferred option and location.

Option 1 – Class and examination administered by DOR

☐ Class Location: Phoenix

Number of Students: Proposed Month and Year of Training: MM/YYYY

☐ Class Location: All other locations excluding Phoenix (i.e. Maricopa County)

Number of Students: Proposed Month and Year of Training: MM/YYYY

Class Location (City):

Option 2 – DOR proctor examination only

☐ Class Location: Phoenix

Number of Students: Proposed Month and Year of Exam: MM/YYYY

☐ Class Location: All other locations excluding Phoenix (i.e. Maricopa County)

Number of Students: Proposed Month and Year of Exam:

ANY
QUESTIONS
?

